



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Control Number: 15-24

Family Investment Administration **ACTION TRANSMITTAL**

Effective Date: April 1, 2015

Issuance Date: March 31, 2015

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY / ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
MCHP SUPERVISORS AND ELIGIBILITY STAFF
DEPARTMENT OF HEALTH AND MENTAL HYGIENE ELIGIBILITY
OFFICES AND STAFF**

FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR, FIA
DEBBIE RUPPERT, EXECUTIVE DIRECTOR, OES, DHMH

Rosemary Malone
Debbie Ruppert

RE: CARES MODIFICATIONS TO SUPPORT HBX

**PROGRAM AFFECTED: MEDICAL ASSISTANCE (MA) AND TEMPORARY CASH
ASSISTANCE (TCA)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

In November 2014, the Health Benefit Exchange (HBX) became the main healthcare platform for Medicaid (MA) customers, and customers applying for subsidized health insurance. Modified Adjusted Gross Income (MAGI) MA households, (F-Track, P-Track and S98 Childless Adult assistance units) now use the HBX system to apply for Medical Assistance, receive eligibility determinations and recertify eligibility for Medical Assistance. Customers have the option of visiting a Local Health Department (LHD) office, Local Department of Social Services (LDSS) office, Regional Connector Entity, or to apply online at www.marylandhealthconnection.gov, to enroll for benefits.

Effective April 1, 2015, the following modifications will occur in CARES to support the HBX system:

- F01 Medical Assistance will no longer be linked to TCA assistance units.
- CARES notices will instruct customers how to apply for and receive Medical Assistance using the HBX.
- New error messages will remind case managers to process MAGI eligibility in the HBX.

This transmittal provides details of the changes that will occur for MAGI assistance units. Case processing for non-MAGI assistance units (S-Track, G-Track, L-Track, X-Track, T-Track, E-Track and H-Track) will not change.

CARES CHANGES:

Effective April 1, 2015 case managers must process **all** MAGI (F-Track, P-Track and S98 Childless Adult) assistance units in the HBX. Following are the CARES changes:

➤ **Delinking of F01 Coverage**

- For new TCA applications with a benefit month of April 1, 2015 and beyond, TCA AUs will have an AU number with no Medical Assistance coverage (F01) attached.
- TCA assistance units that were active and pended in CARES prior to April 1, 2015 will continue to have F01 tag-a-long coverage until a scheduled or unscheduled redetermination is completed. When redeterminations are completed, the F01 coverage will automatically close, and case managers will need to assist customers to apply for medical coverage in the HBX.
- TCA applications processed in CARES April 1, 2015 and beyond will not display the F01 coverage group on the INCH screen during screening.
- TCA application dates of April 1, 2015 and beyond will not display F01 coverage group on the following screens:
 - APP1 Process Appl Months
 - APP2 Finalize Application
 - CAFI Cash/MA Financial Eligibility
 - DONE Session Summary
 - ELIG Non-Financial Eligibility Results
 - PART Client Participation History
 - REIN Reinstatement
 - SAIS SAIL Application Inquiry Screen
 - SARA Select AU Numbers for Re-Use
 - STAT Assistance Status
 - VERF Outstanding Verifications
- Sprouting of an F-Track or P-Track MA coverage group will not occur in CARES as of April 1, 2015.
- Existing MAGI assistance units in CARES will continue to trickle.

- If a case manager attempts to process a MAGI assistance unit in CARES on or after April 1, 2015 a soft edit that states: **“2713 PROCESS MAGI MA FOR 2015 AND BEYOND VIA HBX”** will appear on the following screens:

- INCH
- REIN
- REDE
- ELIG
- APP2

File Edit View Tools Session Options Help

SCREENING INFORMED CHOICE - INCH INCH

HOH Name NANCY A LUTZ client ID 002219288

Indicate/add all programs the head of household wishes to apply for

Ind	Program	Type	Med Cvg	Group	AU ID	PPI	FIP	Grp	Grp	CAP
Y	MA MEDICAL ASSISTANCE	F	F05		890012221					
	MA MEDICAL ASSISTANCE	F	F05		120012391					
	MA MEDICAL ASSISTANCE	E	E02		130012250					
	AF AID TO FAMILIES W/D	R			290011888	T	T			
	FS FOOD STAMPS	S			650012063					N
	MA MEDICAL ASSISTANCE	P	P06		670012039					

Expedited Food Stamps Y

Appl Date 08 01 34

Message 2713

2713 PROCESS MAGI MA FOR 2015 AND BEYOND VIA HBX

18-tbud 20-arf

4B :00.1 08/03

TSO - CICS - EXTRA! X-treme

File Edit View Tools Session Options Help

UPDATE FINALIZE APPLICATION - APP2 APP2
01

AU ID 890012221 New MA ID 000000000
HOH Name NANCY A LUTZ client ID 002219288

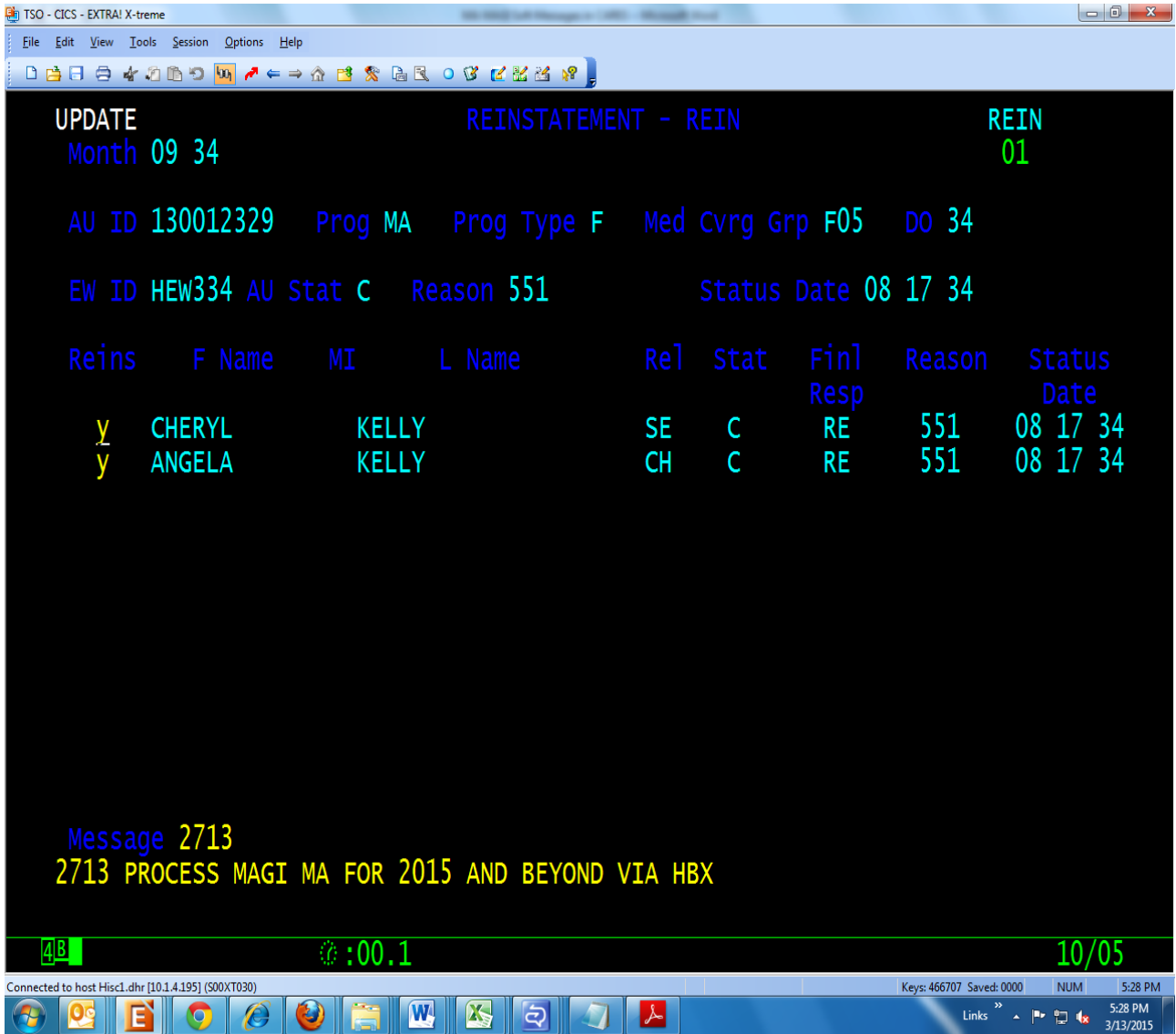
Finalize y

SEL	Bnft Month	Status	Prog	Ma Cvr Group	Review Status
08	34	A	MA	F05	REVIEWED BY WORKER
09	34	A	MA	F05	REVIEWED BY WORKER

Message 2714
2714 FINALIZE AU, AND PROCESS MAGI MA VIA HBX

4B :00.1 22/10

Connected to host Hisc1.dhr [10.1.4.195] (S00XT030) Keys: 466697 Saved: 0000 NUM 5:16 PM
3/13/2015



TSO - CICS - EXTRA! X-treme

File Edit View Tools Session Options Help

UPDATE INITIATE REDETERMINATION - REDE REDE
MONTH 09 34 01

SEL	F NAME	MI	L NAME	SUFF	AU ID	PROG	REDET PROCESS BEGIN DATE
<u>Y</u>	SECOND	KINGS			200012338	MA	

Message 2713
2713 PROCESS MAGI MA FOR 2015 AND BEYOND VIA HBX

4B :00.1 07/03

Connected to host Hisc1.dhr [10.1.4.195] (S00XT030) Keys: 466746 Saved: 0000 NUM 5:32 PM
3/13/2015

File Edit View Tools Session Options Help

FINALIZE
Month 08 34

NON-FINANCIAL ELIGIBILITY RESULTS - ELIG
RA333A 09 30 27

ELIG 01
A

AU ID 890012221
Confirm y

Prog MA
Two Parent

Prog Type F
MOE Reason Codes

Med Cvrgrp F05
DMMH Ref

AU Stat	AU Status Reasons	AU Stat Date	Appl Date	Begin Date	Pd Thru Date	---Penalty--- Type	End Date
A		082434	080134	080134			

First Name	Last Name	Rel	V	Finl	--Stat--	Rsn	Appl Date	Begin Date	Pd Thru Date	St	Penalty Type	MA Date
NANCY	LUT	SE	BC	RE	A	082434	080134	080134				
TIM	MIL	SP	BC	RE	A	082434	080134	080134				
SELINA	WAY	CH	BC	RE	A	082434	080134	080134				
SELINA	WAY	OP	BC	RE	A	082434	080134	080134				

Message 2713
2713 PROCESS MAGI MA FOR 2015 AND BEYOND VIA HBX

4B

:03.2

22/10

- Effective April 1, 2015 and beyond, a dual participation edit will display in CARES only on MAGI cases (F/P tracks) when a customer is actively receiving Medical Assistance in the HBX system.

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TSO - CICS - EXTRA! X-treme
File Edit View Tools Session Options Help

FINALIZE NON-FINANCIAL ELIGIBILITY RESULTS - ELIG ELIG A
Month 10 34 RSZBP1 10 02 34 01

AU ID 510012282 Prog MA Prog Type F Med Cvrgr Grp F05
Confirm _ Two Parent MOE Reason Codes DHMH Ref

AU Stat AU Status AU Stat Date Appl Date Begin Date Pd Thru ---Penalty---
A Reasons 100234 100134 100134 Date Date Type End Date

-----
First Last Rel V Finl --Stat-- Rsn Appl Begin Pd Thru St Penalty
Name Name Resp Date Date Date Date MA Type Date
ANGELA GAR SE BC RE A 100234 100134 100134
MERIAM GAR CH BC RE A 100234 100134 100134

Message 2710 2713
2710 CLIENT CANNOT RECEIVE BENEFIT FROM BOTH HBX & CARES. REVIEW DUAL PART

4B :00.3 05/10
Connected to host Hisc1.dhr [10.1.4.195] (S00XT036) Keys: 468023 Saved: 0000 NUM 7:58 AM

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➤ **Notice Changes**

The following notices will now instruct customers how to apply for Medical Assistance in the HBX, instead of CARES. Each notice will also contain a list of Maryland Health Connection Connector Entities, Local Department of Social Services (LDSS) and Local Health Department offices.

Notice 4 – Approval

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629-1229

District: CAROLINE LDSS
Customer ID: #####
Case Manager: MS. J DOE
Telephone: (410) 238-1303
Date: 04/23/15

Insert in Return Envelope with
the Address Below Showing

MS. First Last Name
1 WHY ST
ELLCOTT CITY MD 21043

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629

Dear MS. Last Name

APPROVAL FOR TCA

Accepting Cash Assistance is a temporary means of supporting
your family. Our goal for you is Independence.

Based on your application dated ##/##/##, you are eligible for
Temporary Cash Assistance (TCA) effective ##/##/##. Your period of
eligibility is through ##/##. This means you will receive benefits
during this period unless there is a change in your situation.
Before the end of this period, we will contact you to review your
eligibility.

You will get your benefits as part of the Electronic Benefits
Transfer (EBT) System. You will receive your EBT card in the
mail. You will also receive directions for how to set your
personal identification number (PIN). YOU WILL NOT BE ABLE TO
ACCESS YOUR BENEFITS UNTIL YOU RECEIVE YOUR CARD AND SET YOUR PIN.

If you already have an EBT card, you can continue to use that card
and PIN.

If you had an EBT card and cannot find it, call the Customer
Service Call Center at 1-800-997-2222 and request a replacement
card.

Based on information we now have, you are eligible for the
following benefits:

06/24 \$ 372.00

07/24 \$ 372.00

You will receive benefits for the people listed below:

GIRL
ROSE

IMPORTANT INFORMATION ABOUT APPLYING FOR MEDICAID

To apply for Medicaid you must file an application through Maryland Health Connection
(www.marylandhealthconnection.gov), the State's health insurance marketplace.

You can file a Maryland Health Connection application in the following ways:

- Online at www.marylandhealthconnection.gov. You'll first need to create a user account then go to "Start New Application" from the Quick Links on the Account Home page.
- By calling the Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).
- In person at your local Health Department, local Department of Social Services or regional Connector Entity.
- By mailing a paper application. You can request a paper application by contacting the Call Center.

If you have any questions or need assistance with submitting an application, contact the Maryland Health Connection Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).

Language services are available to assist you. If you need assistance, call 1-855-642-8572 (TTY): 1-855-642-8573). Servicios de idiomas están disponibles para ayudarle. Si necesita ayuda, llame al 1-855-642-8572 (TTY): 1-855-642-8573)

Notice 7 – Reinstatement

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629-1229

District: CAROLINE LDSS
Customer ID: #####
Case Manager: MS. J DOE
Telephone: (410) 238-1303
Date: 04/23/15

Insert in Return Envelope with
the Address Below Showing

MS. First Last Name
1 WHY ST
ELLCOTT CITY MD 21043

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629

Dear MS. Last Name

REINSTATEMENT

Based on a review of your case, you will receive Temporary Cash Assistance (TCA) for ##/##. Your TCA benefit will be \$620.00.

You will receive assistance for the following people:

Name
Name

IMPORTANT INFORMATION ABOUT APPLYING FOR MEDICAID

To apply for Medicaid you must file an application through Maryland Health Connection (www.marylandhealthconnection.gov), the State's health insurance marketplace.

You can file a Maryland Health Connection application in the following ways:

- Online at www.marylandhealthconnection.gov. You will first need to create a user account then go to "Start New Application" from the Quick Links on the Account Home page.
- By calling the Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).
- In person at your local Health Department, local Department of Social Services or regional Connector Entity.
- By mailing a paper application. You can request a paper application by contacting the Call Center.

If you have any questions or need assistance with submitting an application, contact the Maryland Health Connection Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).

Language services are available to assist you. If you need assistance, call 1-855-642-8572 (TTY): 1-855-642-8573). Servicios de idiomas están disponibles para ayudarle. Si necesita ayuda, llame al 1-855-642-8572 (TTY): 1-855-642-8573)

Notice 10 - Deny an Individual

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629-1229

District: CAROLINE LDSS
Customer ID: #####
Case Manager: MS. J DOE
Telephone: (410) 238-1303
Date: 04/23/15

Insert in Return Envelope with
the Address Below Showing

MS. First Last Name
1 WHY ST
ELLCOTT CITY MD 21043

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629

Dear MS. Last Name

DENY AN INDIVIDUAL

Based on your application dated ##/##/##, the following people in
your household are not eligible for TCA for the following months:

JANUARY, 2018

Individual reason(s):

For: Name

THE PEOPLE LISTED CANNOT GET BENEFITS BECAUSE THEY
GET SSI. ACCORDING TO CODE OF MARYLAND REGULATIONS

AF 07.03.03.09 00.00.00.00 00.00.00.00

COMAR Explanation:

A PERSON WHO GETS SSI CANNOT GET TCA BENEFITS.

This action only affects the people listed above.

IMPORTANT INFORMATION ABOUT APPLYING FOR MEDICAID

To apply for Medicaid you must file an application through Maryland Health Connection (www.marylandhealthconnection.gov),
the State's health insurance marketplace.

You can file a Maryland Health Connection application in the following ways:

- Online at www.marylandhealthconnection.gov. You will first need to create a user account then go to "Start New Application" from the Quick Links on the Account Home page.
- By calling the Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).
- In person at your local Health Department, local Department of Social Services or regional Connector Entity.
- By mailing a paper application. You can request a paper application by contacting the Call Center.

If you have any questions or need assistance with submitting an application, contact the Maryland Health Connection
Call Center at 1-855-642-8572 (TTY): 1-855-642-8573).

Language services are available to assist you. If you need assistance, call 1-855-642-8572 (TTY): 1-855-642-8573). Servicios de
idiomas están disponibles para ayudarle. Si necesita ayuda, llame al 1-855-642-8572 (TTY): 1-855-642-8573

Notice 16 – Closing Notice for TCA, P-Track and F-Track MA

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629-1229

District: CAROLINE LDSS
Customer ID: #####
Case Manager: MS. J DOE
Telephone: (410) 238-1303
Date: 04/23/15

Insert in Return Envelope with
the Address Below Showing

MS. First Last Name
1 WHY ST
ELLICOTT CITY MD 21043

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629

Dear MS. Last Name

Client ID #####

CLOSING

Your Medical Assistance will end on ##/##/##.

Reason(s) :

NO ONE IN YOUR FAMILY IS ELIGIBLE FOR BENEFITS. ACCORDING
TO CODE OF MARYLAND REGULATIONS
MA 10.09.24.05 00.00.00.00 00.00.00.00

This closure affects the following people:

Name

Individual reason(s) :

For:

Name

THE MEMBERS LISTED ABOVE DO NOT MEET PROGRAM AGE
REQUIREMENTS.

MA 10.09.24.03 00.00.00.00 00.00.00.00

IMPORTANT INFORMATION ABOUT APPLYING FOR HEALTH COVERAGE

To apply for Medicaid, Maryland Children's Health Program (MCHP), MCHP Premium and Qualified Health Plans (QHPs) with or without financial assistance that includes advanced premium tax credits and cost-sharing reductions, you must file an application through Maryland Health Connection (www.marylandhealthconnection.gov), the State's health insurance marketplace.

You can apply through Maryland Health Connection in the following ways:

- Online at www.marylandhealthconnection.gov. You'll first need to create a user account then go to "Start New Application" from the Quick Links on the Account Home page.
- By calling the Call Center at 1-855-642-8572 (TTY: 1-855-642-8573).
- In person at your local Health Department, local Department of Social Services or regional Connector Entity.
- By mailing a paper application. You can request a paper application by contacting the Call Center.

Medicaid and MCHP enrollment is open year-round. Enrollment in a QHP is only available during Open Enrollment unless you have a life event that qualifies you for a Special Enrollment Period (SEP). If you are no longer eligible for Medicaid for a reason other than failure to renew or have a qualifying life event, you may qualify for an SEP. To see if you qualify, complete the questions in the Special Enrollment Section of the application when you apply.

If you have any questions or need assistance with submitting an application, contact the Maryland Health Connection Call Center at 1-855-642-8572 (TTY: 1-855-642-8573).

Language services are available to assist you. If you need assistance, call 1-855-642-8572 (TTY: 1-855-642-8573). Servicios de idiomas están disponibles para ayudarle. Si necesita ayuda, llame al 1-855-642-8572 (TTY: 1-855-642-8573).

Notice 28 - Redetermination

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629-1229

District: CAROLINE LDSS
Customer ID: #####
MS. J DOE
Telephone: (410) 238-1303
Date: 07/23/32

Insert in Return Envelope with
the Address Below Showing

MS. First Last Name
1 WHY ST
ELLCOTT CITY MD 21043

CAROLINE COUNTY
DEPARTMENT OF SOCIAL SERVICES
300 MARKET STREET
DENTON, MARYLAND MD 21629

Dear Ms. Last Name:

REDETERMINATION/RECERTIFICATION RESULTS

Based on your redetermination/recertification, you are still eligible for Temporary Cash Assistance (TCA). Your period of eligibility is from ##/## through ##/##. This means you will receive TCA during this period unless there is a change in your situation. Before the end of this period, we will contact you to review your eligibility.

You will receive a TCA Benefit of \$ 199.00 monthly until there is a change in your circumstance.

You will receive benefits for the people listed below:

Name

IMPORTANT

It is very important that you notify your case manager if you move. If your case manager does not have your current address at all times you will not receive important letters about continuing eligibility. You must also report changes in income, insurance and household members within ten days of such changes. If you do not report these changes eligibility may be canceled.

You will receive a separate notice from the Maryland Health Connection regarding your household's eligibility for Medicaid, Maryland Children's Health Program (MCHP), MCHP Premium, and Qualified Health Plans (QHPs) with or without financial assistance that includes advanced premium tax credits and cost-sharing reductions.

Maryland Health Connection Connector Entities

Region	Counties Served	Entity Name	Address and Phone Number
Central	Baltimore City, Baltimore, and Anne Arundel	HealthCare Access Maryland	201 E. Baltimore Street, 15 th Fl. Baltimore, MD 21202 (877) 223-5201
Capital	Montgomery and Prince George's	Montgomery County Department of Health & Human Services	8818 Georgia Avenue Silver Spring, MD 20910 (240) 773-8250
Lower Eastern Shore	Wicomico, Somerset, and Worcester	Worcester County Health Department	424 West Market Street Suite A Snow Hill, MD 21863 (855) 445-5540
Southern	Calvert, Charles, and St. Mary's	Calvert Healthcare Solutions	234 Merrimac Court Prince Frederick, MD 20678 (855) 339-3007
Upper Eastern Shore	Harford, Cecil, Kent, Queen Anne's, Talbot, Caroline, and Dorchester	Seedco	216 E. Pulaski Highway Suite 212 Elkton, MD 21921 (410) 996-4839
Western	Garrett, Allegany, Washington, Frederick, Carroll, and Howard	The Door to Healthcare Western Maryland, Healthy Howard	8930 Stanford Blvd. Columbia, MD 21045 (855) 288-3667

Local Department of Social Services (LDSS) and Local Health Department (LHD) Offices

Locality	LDSS Office Address and Phone Number	LHD Office Address and Phone Number
Allegany Co	1 Frederick St Cumberland, MD 21502 (301) 784-7000	12501 Willowbrook Rd Cumberland, MD 21502 (301) 759-5000
Anne Arundel Co	<u>Annapolis</u> 80 West St Annapolis, MD 21401 (410) 269-4500 <u>Glen Burnie</u> 7500 Ritchie Hwy Glen Burnie, MD 21061 (410) 269-4500	1 Harry S. Truman Pkwy, Suite 200 Annapolis, MD 21401 (410) 222-7095
Baltimore Co.	<u>Catonsville</u> 746 Frederick Rd Catonsville, MD 21228 (410) 853-3450 <u>Dundalk</u> 1400 Merritt Boulevard, Suite C, Baltimore, MD 21222 (410) 853-3400 <u>Essex</u> 439 Eastern Ave Essex, MD 21221 (410) 853-3800 <u>Reisterstown</u> 130 Chartley Dr Reisterstown, MD 21136 (410) 853-3010 <u>Towson</u> 6401 York Rd Baltimore, MD 21212 (410) 853-3340	6401 York Rd 3 rd Fl Towson, MD 21212 (410) 887-2773
Calvert County	200 Duke St Prince Frederick, MD 20678 (443) 550-6900	280 Stratford Rd Barstow, MD 20610 (410) 535-5400

Locality	LDSS Office Address and Phone Number	LHD Office Address and Phone Number
Caroline County	207 South Third St Denton, MD 21629 (410) 819-4500	403 S. 7 th Street Denton, MD 21629 (410) 479-8000
Carroll County	1232 Tech Ct, Ste. 1 Westminster, MD 21157 (410) 386-3300	290 S Center St Westminster, MD 21158 (410) 876-2152
Cecil County	170 East Main St Elkton, MD 21921 (410) 996-0100	401 Bow St Elkton, MD 21921 (410) 996-5100
Charles County	200 Kent Ave LaPlata, MD 20646 (301) 392-6400	200 Kent Ave LaPlata, MD 20646 (301) 392-6400
Dorchester County	627 Race St Cambridge, MD 21613 (410) 901-4100	3 Cedar St Cambridge, MD 21613 (410) 228-3294
Frederick County	100 East All Saints St Frederick, MD 21701 (301) 600-4555	350 Montevue Lane Frederick, MD 21702 (301) 600-1029
Garrett County	12578 Garrett Hwy Oakland, MD 21550 (301) 533-3000	1025 Memorial Dr Oakland, MD 21550 (301) 334-7720
Harford County	2 South Bond St Ste 300 Bel Air, MD 21014 (410) 836-4700	120 S Hays St Bel Air, MD 21014 (410) 638-8415
Howard County	7121 Columbia Gateway Dr Columbia, MD 21046 (410) 872-8700	8930 Stanford Blvd Columbia, MD 21045 (410) 313-5845
Kent County	350 High St Chestertown, MD 21620 (410) 810-7600	125 S Lynchburg St Chestertown, MD 21620 (410) 778-1350
Montgomery County	<u>Rockville</u> 1301 Piccard Dr. 2nd Fl Rockville, MD 20850 (240) 777-4600 <u>Silver Spring</u> 8818 Georgia Ave Silver Spring, MD 20910 (240) 777-3100	<u>Rockville LHD</u> 1335 Piccard Dr, 2nd Fl Rockville, MD 20850 (240) 777-3075 <u>Silver Spring LHD</u> 8630 Fenton St. 10th Fl Silver Spring, MD 20910 (240) 777-3066

Locality	LDSS Office Address and Phone Number	LHD Office Address and Phone Number
Montgomery County	<u>Germantown</u> 12900 Middlebrook Rd. Germantown, MD 20874 (240) 777-3420	<u>Germantown LHD</u> 12900 Middlebrook Rd Germantown, MD 20874 (240) 777-4448
Prince George's County	<u>Hyattsville</u> 6505 Belcrest Rd. Gr Fl Hyattsville, MD 20782 (301) 209-5000 <u>Landover</u> 425 Brightseat Road, Suite 242 Landover, MD 20785 (301) 909-6000 <u>South County MSC</u> 4235 28 th Ave, Suite 101 Temple Hills, MD 20748 (301) 316-7700	425 Brightseat Road #101 Landover, MD 20785 (401) 324-2933
Queen Anne's County	125 Cornet Dr Centreville, MD 21617 (410) 758-8000	206 N Commerce St #1 Centreville, MD 21617 (410) 758-0720
Somerset County	30397 Mt. Vernon Rd Princess Anne, MD 21853 (410) 677-4200	7920 Crisfield Hwy Westover, MD 21871 (443) 523-1761
St. Mary's County	12110 Leonard Hall Dr Leonardtwn, MD 20650 (240) 895-7000	21580 Peabody St Leonardtwn, MD 20650 (301) 475-4330
Talbot County	301 Bay St Easton, MD 21601 (410) 770-4848	100 S Hanson St Easton, MD 21601 (410) 819-5600
Washington County	122 North Potomac St Hagerstown, MD 21740 (240) 420-2100	1302 Pennsylvania Ave Hagerstown, MD 21742 (240) 313-3200
Wicomico County	201 Baptist St Ste 27 Salisbury, MD 21801 (410) 713-3900	108 E Main St Salisbury, MD 21801 (410) 749-1244
Worcester County	299 Commerce St Snow Hill, MD 21863 (410) 677-6800	9730 Healthway Dr Berlin, MD 21811 (410) 629-0164

Locality	LDSS Office Address and Phone Number	LHD Office Address and Phone Number
Baltimore City	<p><u>Harbor View</u> 18 Reedbird Ave Baltimore, MD 21225 (443) 423-4700</p> <p><u>Northeast Regional Office</u> 2000 N. Broadway Baltimore, MD 21213 (443) 423-6100</p> <p><u>Northwest Family Investment Center</u> 5818 Reisterstown Road Baltimore, MD 21215 (443) 378-4400</p> <p><u>Dunbar-Orangeville</u> 2919 E. Biddle Street Baltimore, MD 21213 (443) 423-5200</p> <p><u>Hilton Heights</u> 500 N. Hilton Street Baltimore, MD 21229 (443) 423-4800</p> <p><u>Southwest</u> 1223 W. Pratt Street Baltimore, MD 21223 (443) 423-7800</p> <p><u>Penn-North</u> 2500 Pennsylvania Ave Baltimore, MD 21217 (443) 423-7600</p>	201 E. Baltimore Street, Suite 920 Baltimore, MD 21202 (410) 649-0512

ACTIONS:

Case Managers should take the following actions:

- **Remember: Effective April 1, 2015 process all MAGI MA in the HBX.**
- Continue to follow the procedures in Action Transmittal 15-13, *Health Care Application Procedures*.
- Make every attempt to finalize all existing MAGI MA applications initiated in CARES by 3/31/15.
- Review the Client Database Participation History (CDBP) in CARES and MMIS to see if MA already exists in the HBX **prior** to establishing a new MAGI MA application.
- After finalizing MAGI MA applications, check MMIS three business days after the finalization date to verify active coverage prior to creating C-TADs.

INQUIRIES:

Please direct TCA policy questions to Marilyn Lorenzo at (410) 767-3333 or marilyn.lorenzo@maryland.gov, and CARES questions to La Sherra Ayala at (410) 767-7288 or lasherra.ayala@maryland.gov. For questions about MA policy, please contact the DHMH Division of Eligibility Policy and MCHP at (410) 767-1463 or 1-800-492-5231 (select option 2 and request extension 1463).

cc: DHR Executive Staff
FIA Management Staff
DHMH Executive Staff
DHMH Management Staff
Constituent Services
FIA BSDM